



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Division Program Coordination Branch North Region, 19 M.L. King, Jr., Room 435, Atlanta, GA 30334	Application Number 84-52	
Application Number		Date Received JUL 19 1984	Date Completed AUG 8 1984
2. Person to Contact Betty Ivey		Working Title Secretary-Typist, Senior	Telephone Number 656-6300
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. (Agency-wide Common Schedule) b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975		5. Records Series Title (followed by title used in office, if different) Water Quality Facility Inspection Case Files (Files)	
Latest To Date		Technical Reference	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Regional offices are responsible for monitoring all assigned facilities/sites within their region to insure compliance with environmental laws, rules and regulations. The offices inspect facilities/sites preparing technical reports, laboratory data, and related correspondence; and recommend enforcement action as needed. They also investigate and respond to complaints from local officials and the general public within their region concerning land, water or air pollution.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Inspecting facilities to insure compliance with the Georgia Water Quality Control Act and the conditions of the National Pollutant Discharge Elimination System Permit. Included are: One General County Folder for each county containing complaints, complaint investigation reports and correspondence for sites not related to specific permitted facilities. Also included are Facility Case Folders for each facility containing Operation and Maintenance Reports (EPA 5600), Discharge Monitoring Reports (T-40's), Summary Discharge Monitoring report, copies of cover letters to local officials, operators, responsible parties explaining any violations and measures needed to correct violations. Copy of NPDES Permit, laboratory analysis data and miscellaneous correspondence relating to the facility. File is arranged: Alphabetically by County and Facility			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>65</u> ; Seven to twelve months old <u>33</u> ; Thirteen to twenty-four months old <u>15</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. See attached
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 7 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference needs are three years for ongoing inspections and monitoring activities.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. Steve Jones</i>	7/16/84	<i>JLD</i>	
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>Thomas J. Smith</i>	8/7/84
		Secretary of State/Designee	Date
		<i>Edward W. Wilson</i>	7/30/84
		Attorney General/Designee	Date
		<i>James H. Hays</i>	8/8/84